|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | 2406 S. MAIN ST.  SANTA ANA, CA 92707 | | | ENGINEERING ORDER | | | | | | | | | 1.  CHANGE **RELEASE** | | | | | **2. EO NO.** XXX | | | |
| **4. CLASS**  NON-INTERCHANGEABLE  INTERCHANGEABLE  DOCUMENT / RECORDS ONLY | | | | | **5. NEED FOR CHANGE**  Revision update V2.0 | | | | | | | | | **6. JUSTIFICATION**  MEET SPECIFICATION  PRODUCT IMPROVEMENT  REDUCE COST | | | | | **7. MODEL/END ITEM** | | | |
| UT1-2810-601 | | | |
| **8. PRODUCTION EFFECTIVITY** | | | | | | **9. VERIFICATION AND VALIDATION**  **YES**  **NO** | | | | | | | | | | | | | **12. IMPACTED/AFFECTED**  REGULATORS REG  SPECIFICATIONS ENG  TOOLING/FIXTURES PRO  TEST EQUIPMENT ENG  ASSY PROCESS PRO  SUPPLIER(S) PRO  PUBLICATIONS ENG  PACKAGING PRO | | | |
| a. EFFECTIVITY POINT | NEXT SALES ORDER  NEXT PURCHASE/MFG ORDER  RECEIVING INSPECTION  ISSUE FROM WAREHOUSE  IN ASSEMBLY  FINISHED GOODS STOCK | | | | b. PLAN SERIAL NO. XXX | a. SERIAL NO.  XXX | | | | b. DATE  XXX | c. REPORT NUMBER  XXX | | | | d. PERFORMED BY  XXX | | | | |  | | |
| c. REPLAN SERIAL NO.  XXX | **10. CUSTOMER / AGENCY REVIEW OR APPROVAL**  **YES**  **NO**  REMARKS: | | | | | | | | | | | | |
| d. ACTUAL SERIAL NO.  XXX |
| **13. DESCRIPTION OF CHANGE**  Different isoSPI transformer with internal common mode choke removed external choke modified footprint to fit new part. | | | | | | | | | | | | | | | | | | | | | | |
| **14. PART / DOCUMENTS AFFECTED** | | | | | | | | | | | | | **15. DISPOSITION** | | | | | | | | | |
| a. OLD PART / DOCUMENT NO. | | | b. REV | c. NEW PART / DOCUMENT NO. | | | d. REV | e. TITLE | | | | | a. USE | | | b. SCRAP | | c. RTV | | | d. RWK-ABLE | e. REWORK |
| UT1-2810-601 | | | V1.0 | UT1-2810-601 | | | V2.0 |  | | | | |  | | |  | |  | | | YES  NO |  |
|  | | |  |  | | |  |  | | | | |  | | |  | |  | | | YES  NO |  |
|  | | |  |  | | |  |  | | | | |  | | |  | |  | | | YES  NO |  |
|  | | |  |  | | |  |  | | | | |  | | |  | |  | | | YES  NO |  |
|  | | |  |  | | |  |  | | | | |  | | |  | |  | | | YES  NO |  |
|  | | |  |  | | |  |  | | | | |  | | |  | |  | | | YES  NO |  |
|  | | |  |  | | |  |  | | | | |  | | |  | |  | | | YES  NO |  |
| **16. ORIGINATION DATE** | | | | | **17. DESIGN COMPLETE DATE** | | | | **18. ERP SYSTEM UPDATED DATE** | | | **19. MASTERS UPDATED DATE** | | | | | **20. EO REV. DATE** | | | | | |
|  | | | | | **1/14/19** | | | |  | | |  | | | | |  | | | | | |
| **21. COGNIZANT ENG. APPROVAL** | | | | | **22. PRODUCTION APPROVAL** | | | | **24. MANAGEMENT APPROVAL** | | |  | | | | | **25. EO REV. REASON**  CORRECTION  ADMIN  REDESIGN | | | | | |
|  | | | | |  | | | |  | | |  | | | | | **26. SHEET 1 OF 1** | | | | | |

**GENERAL REQUIREMENTS**

This form shall be used to release or make changes to Engineering documentation ONLY.

This form shall accommodate one problem, one fix, one EO, one effectivity per product and one set of drawings revised.

Any persons may create an EO with consent of Cognizant Engineer but the responsibility for the accuracy of those blocks identified as “engineer” remains with the Cognizant Engineer.

Steps need not be performed in the sequence shown. See the flowchart and practices in OP-07 Configuration Management Procedure.

If the EO is a "pure release" complete Blocks identified in blue 1, 2, 5, 7, 8a, 9, 12, 14c-e, 17, 21, 24, 26 only.

For "**DOCUMENT / RECORDS ONLY**" changes (no impact on product design, performance, or manufacturing), Blocks 6, 8a, 11, 12, 13, 14c-d, 15, 19, 22, 25 may be left blank. Enter N/A in block 8b-d.

For a "**NON/INTERCHANGABLE**" change, Blocks 9, 11 may be left blank.

**PROCEDURE**

***Cognizant Engineer Responsibilities***

16. Enter **ORIGINATION DATE** when the issue / problem was identified as being significant enough to warrant a design change.

1. Check "**RELEASE**" if document(s) are being released . Check "**CHANGE**" if document(s) are being changed. Check both if the change includes release of a document(s).

5. Provide facts / background that define the **NEED FOR CHANGE** e.g. addition or clarification note or view for document only changes. Enter “Initial Release” if applicable

4. Check **CLASS**. Only one check allowed.

6. Indicate the **JUSTIFICATION** that is applicable to a proposed interchangeability engineering change. More than one check is acceptable. For “document / records only change” change, justification is not required.

7. Enter **MODEL/END ITEM** number(s) that are to be changed. Document Control will furnish “Used-on” information.

10. Check if **CUSTOMER / AGENCY REVIEW OR APPROVAL** is requested or required. If requested or required, indicate whether it is for approval or review, if it has been obtained or if not obtained, and should the change proceed or be held for approval. If review is requested or required, indicate whether a description of the change has been sent.

12. Indicate the any function which may be impacted by the release or change on the **IMPACTS/AFFECTS** list.

13. **DESCRIPTION OF THE CHANGE** be made shall use the words “Was” and “Is” , “Remove” and “Add” or “Make From”. The words “Delete”, “Cancelled” or “Superseded” may also be used. In the situation of superseding a previous EO, a “Was” and “Is” current condition must also be shown, just as if the previous EO had been incorporated. Mark up of a released Engineering Drawings, Specification and Parts List is encouraged. Production must review and sign the "Was-Is" in Block 13 and/or on the marked prints attached to the EO.

26. Indicate **SHEET 1 OF** total number of EO sheets. On remaining sheets, enter number of that particular sheet of the EO only.

9. For Product Baseline release or those changes which require Verification and Validation (V&V), indicate the Serial Number modeled, the date it was tested, the report number / notebook page(s) / file number and who performed the test. Evidence of customer performed V&V such as email correspondence is acceptable. Validation of equipment and tooling occurs during first article inspection (FAI) - note planned activity in Block 9(d).

14. List each **PART / DOCUMENT AFFECTED** by the change whether it is being revised or the part number is changing. Enter **REV**ision level of each part number / document affected by the change. If parts / documents are being released, enter the NEW PART / DOCUMENT NO. and **REV**ision level (rev X\_ for qualification phase, rev alpha for production phase). If a part number is changed, enter the **NEW PART / DOCUMENT NUMBER** opposite the **OLD PART / DOCUMENT NUMBER**. Enter the **TITLE** of the document or part being revised or released. If a marked Parts List is attached, enter "Marked PL attached" and Document Control will either complete Block 14; or will attach an "Old PN Disposition" to the parts list; or allow Production Control to add the part disposition to the PL markup.

15d. Indicate the old part disposition as **USE**, **SCRAP** or **REWORKABLE** to the new part.

21. Sign digitally for **COGNIZANT ENGR. APPROVAL** and file package under END ITEM name in \Document\_Control\Engineering\Check.Need NOT be the same as the signer for the original release.

***Document Control Responsibilities***

17. Enter **DESIGN COMPLETE DATE** when the EO is received from Cognizant Engineer.

2. Check the form and attachments according to the OP-07 Configuration Management Procedure. Issue **EO NO.** after passing check or return to the Cognizant Engineer with specific deficiency notations. Distribute the cover sheet to all potentially **IMPACTED/AFFECTED** (whether checked or unchecked).

***All Impacted/Affected***

12. All functions indicated on the **IMPACTS/AFFECTS** list should review the release or change within (24) hours and to correct Impacted “yes” or “no” checks on the EO form. Each affected function must provide Production with a description the task(s) required, completion date and notification whenever the conditions change. ENG = Engineering, PRO = Production, PUR = Purchasing.

***Production Responsibilities***

15. Indicate the **USE** quantity of the old part to be "used up / used as is". Indicate the **SCRAP** quantity of the old part to be scrapped. Indicate the **RTV** quantity of the old part to be Returned To Vendor. Check all deleted parts for other where used / usage / stock status. Return those that are excess / obsolete now since later they will be less likely to be returnable. Indicate the **REWORK** quantity of the old design part to be actually reworked (Production to decide whether or not to rework).

8. Indicate the **EFFECTIVE POINT** chosen in the production pipeline at which the change will be made effective. Enter the planned effectivity **SERIAL NO.** for the change. Follow up on that plan, changing the plan as required by entering a **REPLAN SERIAL NO.**, and capturing the **ACTUAL SERIAL NO.** on which the change was incorporated into the product. This should occur within (48) hours following response from the affected functions.

18. Enter all the required changes and additions in the ERP system **for design data elements only - including the effective date/serial no**. Enter **ERP SYSTEM UPDATED DATE** when completed.

22. Sign for **PRODUCTION APPROVAL** after all the responsible Blocks have been completed. Need NOT be the same as the signer for the original release.

***Document Control Responsibilities***

24. Obtain signature for **MANAGEMENT APPROVAL** and distribute the cover sheet to all **AFFECTED ITEMS** (checked YES in Block 12). Need NOT be the same as the signer for the original release.

***Cognizant Engineer Responsibilities***

19. Update all the master documents / files affected by the change. Have entries checked by a different person than did the change incorporation. Enter the **MASTERS UPDATED DATE** when complete.

***Production Responsibilities***

22. Track the change to actual effective serial number into the product and record on EO. Update applicable data in the manufacturing system. Notify Document Control when complete.

***Document Control Responsibilities***

20. Enter the **EO REV DATE** in Block 20. Redistribute the EO cover sheet only to anyone who needs to know the actual effectivity.

25. Indicate the **REASON** for each new EO and each revision to an EO. **CORRECTION** = Correction of the design specified in an earlier EO; **ADMIN** = An Administrative change to the Effectivity Plan (Block 8) or Affected Items (Block 12) after distribution (Block 24); **REDESIGN** = A Redesign after the change approval by Cognizant Engineer (Block 21). Redistribute the cover sheet to all affected- "Yes".

**File the master package under the appropriate project folder in \Document\_Control\Engineering\Release**